



Category
FACULTY DEFINITION & GENERAL DUTIES – 5:02:01:00
Approval
Corresponding Policy: TBR Policy 5:02:01:00
Leadership Council Approved: March 2, 2017
Effective Date/Approved: March 2, 2017
Revised: September 21, 2012; March 2, 2017
Responsible Party: Vice President for Academic Affairs

I. DEFINITON OF FACULTY

The purpose of this statement is to provide a definition of the term "faculty" for policies, which do not otherwise define that term, and to relate faculty status and academic rank.

- A. The term "faculty" shall be limited to regular, full-time Motlow State Community College personnel whose regular assignments include instruction, research, and/or public service as a principal activity, and who hold academic rank as professor, associate professor, assistant professor, or instructor.
 - 1. The term "regular, full-time personnel" as used in the definition of "faculty" is limited to those persons whose appointments are for a complete academic or fiscal year.
 - 2. The term "principal activity" as used in the above definition shall mean that the person's regular assignment in the areas of instruction, and/or public service must be at least fifty percent (50%) of the total assigned duties.
 - 3. The terms "instruction," "research," and "public service" shall be limited to those academic activities properly assignable to the institution's current funds expenditures accounts designated as "Instruction," "Research," "Public Service," and "Academic Support." The terms exclude those activities properly assigned to accounts for "Student Services" (with the exception of remedial instruction which may be treated as regular "Instruction"), "Institutional Support," "Operation and Maintenance of Plant," etc.
 - 4. The term "faculty" shall not, for the purposes of this statement, include members of Motlow's instructional personnel defined as "adjunct faculty," part-time teachers, post-doctoral fellows, visiting lecturers, and graduate assistants.
 - 5. "Adjunct faculty" is defined as professional staff members of businesses, industries, and other agencies and organizations who are appointed by Motlow State Community College on a part-time basis to carry out instructional, research, or public service functions.

- B. If not otherwise included within the definition of "faculty," the term "faculty" may include, provided they hold academic rank, deans or directors, academic vice presidents, and presidents, who have direct line authority over faculty as described above, and associates or assistants for the above positions. In addition, the term "faculty" may include persons previously designated as members of the faculty who are assigned to other positions at Motlow State Community College.

- C. Academic rank is an element of faculty status and shall be limited to "faculty" within the above definition. Academic rank may only be assigned to faculty who meet the minimum rank criteria under

the Faculty Promotion guidelines and that policy shall control promotion in rank.

- D. Exceptions to this policy can be made upon recommendation by the college president and approval by the Chancellor of the Tennessee Board of Regents.

II. FACULTY DUTIES

The duties of the teaching faculty of Motlow State Community College are in accord with the basic philosophy of the college. They include:

A. General Duties

1. Teach courses as assigned in accordance with the description published in the current college catalog, the approved course syllabus, and the assigned schedule of classes.
2. Maintain a high level of professional competency by keeping abreast of current developments in one's field, including teaching techniques and forms of delivery. The college supports this activity by making funds available for professional development within budgetary constraints.
3. Maintain professional contacts via membership in appropriate professional organizations.
4. Assist in keeping the instructional program resources current by recommending additional library, laboratory, and instructional equipment and assisting in maintaining adequate resource materials for student use.
5. Submit to the appropriate dean at the beginning of each term an outline for each course taught.
6. Cooperate with other instructors and curriculum chairs in implementing instructional procedures agreed upon and recommending textbook changes.
7. Communicate all professional concerns to the appropriate dean.
8. Serve on standing and ad hoc committees as possible when requested.
9. Post and maintain office hours which provide adequate time for academic advisement with students; out-of-class meetings with students and colleagues; and faculty, division, and departmental meetings.
10. Advise students and assist with registration for classes.
11. Maintain student attendance records for all classes and work with the appropriate offices to report excessive absences.
12. Participate in graduation exercises unless excused by the Vice President for Academic Affairs. Excuses are given only under extenuating circumstances.
13. Participate in the faculty evaluation process.
14. Cooperate with Director of Disability and Testing Services in providing reasonable accommodation for all students certified as having special needs consistent with policies of the Americans with Disabilities Act.

B. Role of Faculty Advisors:

1. Advisors should assist students in planning their course schedules to meet the requirements for their programs of study;
2. Advisors should be available for periodic meetings to evaluate students' progress;
3. Advisors should assist students in establishing occupational and career goals referring them to other resources for specialized assistance;
4. Advisors may coordinate students' learning experiences from their initial enrollment to their program completion;
5. Advisors should approve and sign required documents and forms as needed during students' enrollment.

C. Auxiliary Duties

1. From time to time faculty members are requested to perform a variety of other duties such as visiting industries, visiting high schools, speaking at clubs, etc.
2. While these responsibilities may or may not relate to actual classroom teaching, they are considered important to the faculty member and to the college and should be fulfilled whenever possible.
3. Consequently, all evaluations will reflect the participation in auxiliary duties that benefit the college.